



**MANITO  
ART LEAGUE**

## ART SHOW ENTRIES

URL to get into your Dashboard page:

Click the link below to access your page.

<https://manito-art-league.appsmith.com/app/manito-art-league/artshow-maintenance-698bb73e0091c449ae912a50>

The screenshot shows the ART SHOW Dashboard interface. On the left, there is a vertical image of a painting. At the top right, the title "ART SHOW Dashboard" is displayed in a pink bar. Below it, there are two buttons: "Art Show Maintenance" (pink bar) and "Reports" (yellow bar). To the left of the buttons, there is a "Calendar" section with a "To" field and a "Select Date" button. A table below the calendar displays sales data:

year	total_percent	total_soldprice	total_price
2025	17.57%	\$15,970	\$90,890

### On your Dashboard:

- Click on Art Show Maintenance button to get into maintenance of the records
- Click on the Reports button to get to the Reports.

### NOTES:

- Data is REAL TIME Data, so make sure what you change is correct for the existing data.
- Deletions are not able to be done at this time. **For any record needing to be deleted, remove the data EXCEPT the Last name, First name.**
- This is LIVE, so data integrity is enabled, so if you see it is not updating, someone else may be updating that record. Try again later.
- The Customer Database covers ALL persons involved as members, patrons, artists, non-members, etc. Please be wary about changes on this database with persons.

### RULES ON ENTRY:

- Entering is case sensitive
- All rows do not need to be entered, but each table **will** create an empty record for future use.
- **DO NOT** use PERIODS or COMMAS!!
- State is two letters ex: **WI**
- **Address** for PO Box is PO Box. Do not separate the PO, no periods. PO Box should be on the first address line. This helps for labels and post office standards.

- IF there is a **PO BOX** address- and other street address – POBox goes in the first address field and Street address goes in the second address field. This is helpful for mailing labels for Post office Regulations- POBox first. If not POB, then street address goes in the first address field.
- Yes or No >**DO NOT USE ALL CAPS** = Yes, NOT YES. (This makes things accurate when reporting)
- Phone format = 715-256-9833 USE DASHES
- **YEAR = 4 digits**, NOT 2. (2025)
- Volunteer fields are Years, to keep track of what year they can help (XXXX) Im sure we will be making changes to this in time. But we need to be consistent. This is a text field so if we want to make changes in the future we can.
- Business vs people. Business name goes into the LastName, First name will remain blank and Partner field will have the Full Owner Name.

## ART SHOW MAINTENANCE INSTRUCTIONS

### Art Show Interactive Report- Add, Edit and Delete Records

The screenshot shows a web-based application for managing art show data. At the top, there's a navigation bar with a logo, 'ADD NEW ARTIST' button, 'HOME' button, and a 'Refresh' button. Below the navigation is a search bar and download links. The main area contains two tables:

Save	ArtClick	Lastname	Firstname	BusinessNa...	Partner	Birthdate	Street	Addr2	City	State
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230		Manitowish Waters	WI
	1	Achauer	Jeannine				1296 Whitefish La...		Minocqua	WI
	401	Adams-Russell	Peggy				7715 Trout Creek Rd		Rhinelander	WI
	2	Addink	Agnes		Sylvan		7706 Barbara Roa...		Mercer	WI
	3	Adler	Lori				224 E Lullaby Lane		St. Germain	WI
	4	Ahlborn	Charles				10175 Lower Road		Arbor Vitae	WI

  

Save / Discard	e_custid	e_artno	e_year	e_title	e_medium	e_size	e_price	e_soldday	e_soldprice

### SORTING:

- Click or hover over/on the arrow next to the Field (Up= Ascending, Down=Descending) on any column you want to sort.

Save	cust_id	LastName	FirstName	BusinessN...	Partner
	399	Sort column ascending Sort column descending Freeze column left Freeze column right	Aberdeen Restaur...	Larry Voss	
	400		Ace Hardware Wo...	Milissa Timmo	
	1		Jeannine		
	401		Adams-Russell	Peggy	
	2	Addink	Agnes		Sylvan
	3	Adler	Lori	Testing	
	4	Ahlborn	Charles		

## SEARCHING:

For Advanced searching, use the filter

### TO FILTER:

- Click on the filter:
- You have many options here... You can search on any field with specific selections.

	Move	Change column datatype to see filter operators	X
	Where	Attribute	
	1	Achauer	Jeannine

- Select the Attribute (fields/column) you want to find.

Search... Filters Download

Move Change column datatype to see filter operators X

Where Attribute

	Last Name	Type	
S 1	Jeannine		Abe
S 401	Peggy		Ace
S 2	Agnes		
S 3	Lori		Test
S 4	Charles		
S 5	Rosemary		
S 6	Wendy		
S 7	Christine		

- For Instance, if you want to find a person but not sure on the correct spelling
- You could use “contains”

Move Change column datatype to see filter operators X

Where LastName

contains

	Last Name	Type	
S 1	Achauer		
S 401	Adams-Ru		
S 2	Addink		
S 3	Adler		
S 4	Ahborn		
S 5	Ahmann		

- Enter letters of the lastname of the person you are finding and press Apply.

Search... Filters Download 446 Records Page 1

Save Move Change column datatype to see filter operators X

Where LastName contains wei

CLEAR ALL APPLY

	Last Name	Type
S 401	Adams-Russell	Peggy
	Larry Voss	
	Milissa Timmons	

- You will see your results.

ADD NEW PATRON						
	cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
	441	Weinhammer	Laurie			
	378	Weirick	Mariah			

- To get back to the full table and see all the records, go back into filters and press CLEAR ALL.
- This will refresh all records back.

The screenshot shows a 'Filters (1)' dialog box overlaid on a table. The dialog has a search bar containing 'wei'. Below it are buttons for 'CLEAR ALL' (highlighted with a red oval) and 'APPLY'. The main table below shows two records: one for Weinhammer and one for Weirick.

- And then click on the X to get out.

The screenshot shows the same filter dialog with the 'X' button circled in red. The dialog is still open over the table, which displays the same two records.

## TO USE THE SEARCH BOX: - CustId and LastName for Search Only

- Type in the letters and it will pop in the matching records.

Save	cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
	353	Tonkin	Allison			
	441	Weinhammer	Laurie			
	378	Weirick	Mariah			

- Same thing happens when you type in the custid
- The more letters you type in, the more the record will pop to the top
- Click on the “x” to clear the selection

Save	cust_id	LastName	FirstName	BusinessN...	Partner
	248	Nordby	Kat	Kats Kreations Art ...	

## EDITING:

- To EDIT a field, Hover over the column and Click on the Arrow next to the column you are changing.
- Make your changes

Save	cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss	
	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons	
	1	Achauer	Jeannine			
	401	Adams-Russell	Peggy			
	2	Addink	Agnes		Sylvan	
	3	Adler	Lori	Testing		
	4	Ahlborn	Charles			
	5	Ahmann	Rosemary			
	6	Ahnen	Wendy			
	7	Alfery	Christine		Brad	

- Click SAVE when done Editing
- Changes saved will display when saved is clicked.
- A pop-up Update successfully will appear

Click	Lastname	Firstname	BusinessNa...	Partner	Birthdate	Street	Addr2	
99	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230		Ma
1	Achauer	Jeannine				1296 Whitefish La...		Mi
01	Adams-Russell	Peggy				7715 Trout Creek Rd		Rh
2	Addink	Agnes		Sylvan		7706 Barbara Roa...		Me
3	Adler	Lori				224 E Lullaby Lane		St.
4	Ahlborn	Charles				10175 Lower Road		Arl

## TO FIND THE ART SHOW ENTRIES FOR EACH PERSON:

- Click on the custid number...

Save	ArtClick	Lastname	Firstname	BusinessNa...	Partner	Birthdate	Street	
	5	Ahmann	Rosemary				16519 E Fayette Dri...	
	6	Ahnen	Wendy				4925 Sherburn Road	
	7	Alfery	Christine		Brad		2127 To To Tom Drive	
	444	Alfrey	Christine	Christine Alfrey C...			2469 Kalmia Ave	
	8	Anast	Velta		Deceased		5740 N Barrasca A...	
	-	-	-				-	-

- That will bring in the artists records by descending year order.

Save	ArtClick	Lastname	Firstname	BusinessNa...	Partner	Birthdate	Street	Addr2	City	St
	5	Ahmann	Rosemary				16519 E Fayette Dri...		Fountain Hills	AZ
	6	Ahnen	Wendy				4925 Sherburn Road		Eagle River	WI
	7	Alfery	Christine		Brad		2127 To To Tom Drive		Lac du Flambeau	WI
	444	Alfrey	Christine	Christine Alfrey C...			2469 Kalmia Ave		Boulder	CO
	8	Anast	Velta		Deceased		5740 N Barrasca A...		Tucson	AZ
	9	Anderson	Megan				10880 Jewel Road		Arbor Vitae	WI

  

Save / Discard	e_custid	e_artno	e_year	e_title	e_medium	e_size	e_price	e_soldday	e_soldprice
	7	88	2025	Wings	WoodPaperMetal 3D	2 x 4	\$2500		\$null
	7	89	2025	Raptor	Acrylic	2 x 4	\$1800		\$null
	7	90	2025	Northwoods	Acrylic on Clayboard	2 x 4	\$1800		\$null

## To EDIT or ADD an ARTIST record:

## ADDING ANOTHER ARTIST YEAR RECORD:

- Click on the Yellow Custid you want to Add an artist record to the entry history

- You will see the information if any below
- To add a record, click on +Add new row

Save	ArtClick	Lastname	Firstname	BusinessNa...	Partner	Birthdate	Street	Addr2	City	Sta
	5	Ahmann	Rosemary				16519 E Fayette Dri...		Fountain Hills	AZ
	6	Ahnen	Wendy				4925 Sherburn Road		Eagle River	WI
	7	Alfrey	Christine		Brad		2127 To Tom Drive		Lac du Flambeau	WI
	444	Alfrey	Christine	Christine Alfrey C...			2469 Kalmia Ave		Boulder	CO
	8	Anast	Velta		Deceased		5740 N Barrasca A...		Tucson	AZ
	9	Anderson	Meghan				10880 Jewel Road		Arbor Vitae	WI

Save / Discard	e_custid	e_artno	e_year	e_title	e_medium	e_size	e_price	e_soldday	e_soldprice
	7	88	2025	Wings	WoodPaperMetal 3D	2 x 4	\$2500		\$null
	7	89	2025	Raptor	Acrylic	2 x 4	\$1800		\$null
	7	90	2025	Northwoods	Acrylic on Clayboard	2 x 4	\$1800		\$null

Save	ArtClick	Lastname	Firstname	BusinessN...	Partner	Birthdate	Street	Addr2	City	State
	5	Ahmann	Rosemary				16519 E Fayette ...		Fountain Hills	AZ
	6	Ahnen	Wendy				4925 Sherburn Road		Eagle River	WI
	7	Alfrey	Christine		Brad		2127 To Tom Dr...		Lac du Flambeau	WI
	444	Alfrey	Christine	Christine Alfrey C...			2469 Kalmia Ave		Boulder	CO
	8	Anast	Velta		Deceased		5740 N Barrasca ...		Tucson	AZ
	9	Anderson	Meghan				10880 Jewel Road		Arbor Vitae	WI

Add New Row

Save / Discard	e_custid	e_artno	e_year	e_title	e_medium	e_size	e_price	e_sold...	e_soldprice
	7	88	2025	Wings	WoodPaperMetal 3D	2 x 4	\$2500		\$null
	7	89	2025	Raptor	Acrylic	2 x 4	\$1800		\$null

- A blank row will appear on top the records.
- If you change your mind before clicking save and need to cancel it out, ---You can click on Discard rectangle on the right, that will remove the row. If you already added a row, you can delete it later (see delete instructions)

Save / Discard	e_custid	e_artno	e_year	e_title	e_medium	e_size	e_price	e_sold...	e_soldprice
	7	88	2025	Wings	WoodPaperMetal 3D	2 x 4	\$2500		\$null
	7	89	2025	Raptor	Acrylic	2 x 4	\$1800		\$null
	7	90	2025	Northwoods	Acrylic on Clayboard	2 x 4	\$1800		\$null

- Enter the information on the row
- When completed, Click on the Save row rectangle at the right of the screen.

Add New Row									
Save / Discard	e_custid	e_artno	e_year	e_title	e_medium	e_size	e_price	e_sold...	e_soldprice
		999	2028	Testing	Acrylic	12 x 24	1100		
	7	88	2025	Wings	WoodPaperMetal 3D	2 x 4	\$2500		
	7	89	2025	Raptor	Acrylic	2 x 4	\$1800		
	7	90	2025	Northwoods	Acrylic on Clayboard	2 x 4	\$1800		

Add New Row									
Save / Discard	e_custid	e_artno	e_year	e_title	e_medium	e_size	e_price	e_sold...	e_soldprice
	7	999	2028	Testing	Acrylic	12 x 24	\$1100		
	7	88	2025	Wings	WoodPaperMetal 3D	2 x 4	\$2500		

## TO EDIT A ROW:

- Select your row
- Click on the right side to get the green pencil and edit your fields. You can edit the whole row or any fields at the same time in that One row.

	7	88	2025	Wings	WoodPaperMetal 3D	20 x 14	\$2500		
	7	89	2025	Raptor	Acrylic	2 x 4	\$1800		
	7	90	2025	Northwoods	Acrylic on Clayboard	2 x 4	\$1800		

- Make your edits and Click on Save (Disk icon)

	7	88	2025	Wings	WoodPaperMetal 3D	20 x 14	\$2500		
	7	89	2025	Raptor	Acrylic	2 x 4	\$1800		
	7	90	2025	Northwoods	Acrylic on Clayboard	2 x 4	\$1800		

- And the updated record is here.
- You can add or edit any other records while you are on this screen.

## ADDING A NEW ARTIST RECORD (THAT IS NOT FOUND IN THE CUSTOMER DATABASE):

- Click on the ADD NEW ARTIST BUTTON

MANITO ART LEAGUE										
ARTISTS										
ARTISTS										
ARTISTS										
Save	ArtClick	Lastname	Firstname	BusinessN...	Partner	Birthdate	Street	Addr2	City	
	5	Ahmann	Rosemary				16519 E Fayette ...		Fountain Hills	
	6	Ahnen	Wendy				4925 Sherburn Road		Eagle River	

- This will pop up an empty form display to enter the new patron member
- Please follow the entry RULES on the first page.

## Form

Last Name

First Name

Business Name

Partner

Birthdate

Street

Addr 2

- Fill in the fields all the way down to the bottom that need to be filled in
- Fill in the needed information down the whole list....

## Form

Last Name

First Name

Business Name

Partner

Birthdate

Street

Addr 2

City

Art No  
1000

Title  
Testing Again

Art Medium  
Watercolor

Frame Size  
16 x 26

Price  
300

Sold Day

Sold Price

Reset Submit

- When you complete all the fields that need to be entered, all the way to the bottom, Click Submit
- After Clicking the Submit, it will return you to the screen

Search... Download 447 Records < Page 2 of 2

Save	ArtClick	Lastname	Firstname	BusinessN...	Partner	Birthdate	Street	Addr2	City	\$
	5	Ahmann	Rosemary				16519 E Fayette ...		Fountain Hills	AZ
	6	Ahnen	Wendy				4925 Sherburn Road		Eagle River	WI
	7	Alfrey	Christine		Brad		2127 To To Tom Dr...		Lac du Flambeau	WI
	444	Alfrey	Christine	Christine Alfrey C...			2469 Kalmia Ave		Boulder	CO
	8	Anast	Velta		Deceased		5740 N Barrasca ...		Tucson	AZ
	9	Anderson	Meghan				10880 Jewel Road		Arbor Vitae	WI

  

Search... Filters Download + Add new row 4 Records < Page 1 of 1

Save / Discard	e_custid	e_artno	e_year	e_title	e_medium	e_size	e_price	e_sold...	e_soldprice
	7	999	2028	Testing	Acrylic	12 x 24	\$1100		
	7	88	2025	Wings	WoodPaperMetal 3D	20 x 14	\$2500		

- To see the new entry, Search the New Artist Member

ARTISTS											
		Lastname	Fistname	BusinessN...	Partner	Birthdate	Street	Addr2	City	State	
	248	Nordby	Kat	Kats Kreations Art ...		12-Sep	7841 Kriek Court		St. Germain	WI	
	249	North Lakeland Di...		North Lakeland Di...	John Heusinkveld/...		PO Box 237		Manitowish Waters	WI	
	40	Borcherdt	Doug		Joan		1301 Wendy Drive		Northbrook	IL	

- When done or for reporting – click back to Home

ARTISTS											
		Lastname	Fistname	BusinessN...	Partner	Birthdate	Street	Addr2	City	State	
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230		Manitowish Waters	WI	
	1	Achauer	Jeannine				1296 Whitefish La...		Minocqua	WI	

- To get to your Reports page, click on the reports button.

ART SHOW Dashboard

Calendar

To  
Select Date

ART SHOW Maintenance

Reports

year	total_percent	total_soldprice	total_price
2028	null%	\$0	\$1,100

- Select the link you want to see in reports. You will not be able to get back to the dashboard page at this time. Please see Report instructions for more information.
- All reports are able to sort, filter, etc.
- Let me know if you want changes to your reports.

REPORTS

Label Instructions      Report Instructions

**MEMBERS**

- MEMBER FULL REPORT - copy of maintenance for reporting
  - Current Member Rpt
- MEMBERS EMAIL REPORT - Emails of current members
  - > Member Emails
- MEMBER MAILING LABELS
  - Member Mail Labels

**ART SHOW**

- PREVIEW NIGHT NAME TAGS
  - NameTags

**PATRONS**

- PATRON FULL REPORT - copy of maintenance for reporting
  - Patron Full Rpt
- PATRON REPORT - Lastest Patron Year - Lastest Art Purchase
  - Current Patron Rpt
- PATRON MAILING LABELS
  - Patron Mail Labels
- PATRON TAX REPORT-LABELS
  - Patron Tax Report

**SILENT AUCTION**

- Silent Auction Full Rpt